

Computer Applications I
Mrs. Bauerly
2017-18
Foley High School

Instructor Name:	<i>Mrs. Bauerly</i>
Contact Information:	mbauerly@apps.isd51.org www.bauerly.weebly.com
Office Hours:	<i>Before school: 7:30am</i> <i>Prep hour: 6th hour</i> <i>After school: by appointment</i>

Required Text and Supplies:

Textbook Title: Word It! & Excel It!, MS Office 2013 text (in-class copies only)

Keyboarding Website: www.typing.com

Pens/Pencils

Flash drive

Course Description: During this course you will be learning about tools used every day in our radically changing global society. Learning about technology is important because it will teach you to value technology and its impact on your life. You will use it to solve problems and see how it positively increases your productivity. You will gain a level of confidence in using technology to become a catalyst of change as we work towards becoming the World's Best Workforce!

Course Units of Study:

- Alphabet, Number, and Symbol Keys – alphabetic and numeric keyboard, 10-key
- Technology Basics – file management, basic operations, browsers & search engines
- Basic Business Communication – email etiquette, letters, reports, tables, outlines etc.
- Basic Business Spreadsheets - basic formulas, charts and graphs
- Basic Business Presentations – layout and design, animation, hyperlinks
- Google Docs – group collaboration, presentation skills, digital media (topic: study skills)
- Digital Media – Windows Movie Maker
- Digital Citizenship www.common sense.org

Grading Scale:

97-100 A+	77-79 C+
93-96 A	73-76 C
90-92 A-	70-72 C-
87-89 B+	67-69 D+
83-86 B	63-66 D
80-82 B-	60-62 D-
	59 & below F

Class Policies:

Participation: Participation is mandatory. You have a difficult time passing this class if you do not participate. Participation includes complete in and out of class work, adding to class discussions, and asking/answering questions.

Instructor's Expectations: This is a high school course. As such I expect that you will take the course seriously and behave in a mature manner. This means you are expected to:

1. Be prepared.

2. Be on time.
3. Be respectful.
4. Give your best everyday.

Behavior Policy: As high school students I expect you to require very little redirection with regard to behavior. If you are violating any of the above expectations or creating an environment that is unsafe or is distracting to others who are attempting to learn you will be given a warning. If your behavior is keeping others from learning you will be asked to go to the office. Your parents will be notified of significant behavior issues. I sincerely hope I can focus all parental communication on positive achievements rather than behavior issues.

Late Work Policy:

Excused absence: you have 2 days to make up any missing assignments from your absence. Beyond 2 days you will receive 50% credit.

Late work: 10% reduction day 1. 20% reduction day 2. Beyond 2 days you will receive 50% credit for late assignments.

My gradebook closes after each “complete unit”. Late work will not be accepted from previous units.

Business Education Academic Dishonesty:

Academic dishonesty includes, but is not limited to:

1. Cheating on a test through the use of concealed answers, or copying another student’s work.
2. Copying an assignment or worksheet, or sharing information about an assignment or test.
3. Offering to another student the answers to an assignment, worksheet, or test, whether solicited or not, in written or verbal communication.
4. Lying to a teacher about academic activities.

Consequences may include, but are not limited to, having to redo the assignment or receiving a “0” on the assignment.

Electronic Use Policy:

Cell phones are not to be “seen” in my classroom. Cell phones will be confiscated until the end of the class period if visible. We are fortunate to have class in a computer lab. You do not need your cell phone to be successful in my class.

Passes

- Students need to ask to use the pass
- Only one person may use the pass at a time, you must have a pass to leave my room.
- Students are allowed 3 passes per semester (unless it's emergency circumstances)
- Passes are Not allowed during a test, lecture, or video

Bell

- The bell will release you unless I am addressing the class, if so, I will release you.
- If ANY time is remaining, students must be in a seat and work on schoolwork.
- Students will not be allowed to congregate around the door.

Food and Drink

- Food and drinks are not allowed, except beverages that can be closed.
- If any person spills at any time in my class, EVERYONE loses their drink privileges.
- Garbage left on the ground, does not matter why or how, also results in loss of drink privileges.

Music and Headphones

- On many different occasions, music will be allowed. You will be allowed to listen to your own music as long as you have your headphones on you AND ASK me to use them. Do not ask for the pass to go get your headphones.
- Be prepared, bring all of your items to class, and if that includes your headphones, so be it.

Recycling and Garbage

- Use the blue bin to recycle paper
- Use the garbage for the rest

Drills: Fire, Weather and Intruder

Fire - Take a left when exiting the room, head straight through the glass doors (#5), go across the road and wait for me as a class.

Tornado – We go to room 328

Intruder - remain silent, gather on the floor under the whiteboard, not in front of the doors, no phones, I will lock the door.

Final Thoughts:

You will notice there is an emphasis on personal responsibility in this course. As you are getting older your responsibilities will increase. You must pay attention to due dates and make sure you are consistently attending class in order to be successful. My hope is that in addition to learning the content you will learn and master valuable life skills that will serve you forever. My goal for this class is for everyone to be successful. Please do not hesitate to ask for help if you need it. I'm excited to get to know you and to have a fun and engaging year.